

Training Contract Grants Scheme 2008 Document Checklist

Failure to submit these documents within the required deadline may result in removal of your grant.

DOCUMENT TYPE	TO BE SUBMITTED NO LATER THAN:	SUBMITTED ✓
Acceptance Letter	14th November 2008	
Three Way Agreement*	30th January 2009	
Equal Opportunities Monitoring Form*	30th January 2009	
<p>Student Information Form*</p> <p>(N/A where LPC funding is not required)</p> <p>If evidence of LPC fees paid to date is unavailable, this should be noted on the Student Information Form and evidence should be submitted within 28 days of receipt. For further details please refer to the Training Contract Grants Scheme Rules attached to the Three-way Agreement.</p>	30th January 2009	
<p>Training Information Form*</p> <p>Please ensure that the training plan is also attached. No payment will be made in contribution to the trainee's salary until this document is received.</p>	One month prior to the training contract start date	
Training Plan	One month prior to the training contract start date	
<p>Confirmation of Training Contract registration</p> <p>This must be written confirmation from the Solicitors Regulation Authority that the training contract is registered.</p>	Within 14 days of receipt	

All required documents should be addressed to:

**Kim Moores, Training Grants Co-ordinator, Legal Services Commission
2nd Floor, Lee House, 90 Great Bridgewater House, Manchester, M1 5JW**

DX 14343 Manchester

*Please ensure that these documents are original copies. Photocopies cannot be accepted.